



# Ahmed Abdalla Admin & Government Relations Officer

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## PROFILE SUMMARY

**Results-driven Government Relations & Administration professional** with 5+ years of UAE experience managing government relations, visas, trade licenses, and corporate compliance across Dubai and Abu Dhabi. Skilled in navigating MOHRE, GDRFA, ICP, DED, and municipal systems to ensure seamless operations. Proven track record in building trusted authority relationships, expediting approvals, and overseeing administrative functions, including HR, fleet, and corporate documentation.

## WORK EXPERIENCE

**Electra Surveying Engineering Consultancy | Abu Dhabi & Dubai**      08/2022 – 10/2025 | Abu Dhabi & Dubai  
Admin & Government Relations Officer

- **Managed** all government relations and employee documents, including **Job Offers, Labor Contracts, visas, Emirates IDs, medicals, and Medical insurance**, ensuring compliance with UAE labor and immigration laws.
- Oversaw **trade licence renewals, amendments**, establishment cards, and **tenancy registrations (Ejari)**, maintaining accurate records and ensuring all business activities remained compliant.
- Handled online government portals (**Tasheel, MOHRE, GDRFA, ICP**) for document submissions, ensuring timely and correct processing.
- Coordinated **gate passes, project site access, and approvals** for **subcontractors** and clients while maintaining **safety, security**, and compliance standards.
- Managed **drone registrations** and secured **NOCs/permits** from **GCAA** and **DCAA** for drone surveys, while proactively monitoring regulatory updates.
- **Registered and submitted tenders** and **prequalification** documents through **Oracle, ERP**, and government portals (**RTA, ADNOC, DP World, ADWEA, etc.**), ensuring fully compliant and on-time submissions.
- Handled **legal affairs** and Abu Dhabi **court system processes**, liaising with lawyers for **Power of Attorney (POA)**, **Memorandum of Association (MOA)**, and contract documentation from initiation to closure.
- Acted as a cross-functional **coordinator** between site teams, technical staff, **finance, legal, HR**, and government authorities to streamline workflows and resolve operational challenges.
- **Directed fleet and office administration**, including vehicle registrations, insurance renewals, scheduling, procurement, **IT support**, and daily resource management.
- Designed and delivered **marketing materials, corporate branding, website, social media content, videos, and SEO** campaigns to enhance visibility and align with corporate identity.
- **Submitted** and tracked **invoices, contracts**, and supporting documentation for finance teams; reconciled **petty cash** and resolved financial queries.
- Coordinated **audits, inspections**, and regulatory inquiries, providing timely responses and aligning with **legal, HR**, and management teams.
- Kept **updated** on legal, labor, and **regulatory changes** and implemented necessary updates in HR and administrative processes to maintain full **compliance**.
- **Assisted HR** with employee **onboarding and offboarding**, keeping **employee and company records** accurate and easy to access for audits.

**Golden Corner Printing Press**      12/2020 – 07/2022 | Abu Dhabi, UAE  
Administration Supervisor & Government Relations Officer

- Processed **visa applications, renewals, cancellations, Emirates IDs, and labor contracts**, ensuring **compliance with UAE labor law, ICP, MOHRE, DED, and AD Police regulations**.
- Handled documentation and regulatory processes for **company registration, licensing, renewals, and amendments**.
- Registered **tenders and prequalification submissions** via **Oracle ERP platforms**, achieving a **full approval success rate**.
- Prepared **quotations, invoices, and client submissions**, ensuring **documentation accuracy and timely client communication**.
- **Supervised** the **administrative and operational** activities of the printing press team, coordinating schedules, **workflow**, and resource allocation.
- Managed employee **attendance, performance tracking, and task assignments** to meet production deadlines.

- Processed, submitted, and tracked, trade licenses, **new, renewal, amendment**, and all legal documents, **MOA, POA**; ensuring compliance with UAE laws and regulations.
- Delivered **accurate and efficient typing services** for **visa applications, labor cards, Emirates IDs, and immigration forms** via official UAE portals (**Amer, GDRFA, MOHRE, ICP**).
- Translated **legal and official documents between Arabic and English**, ensuring compliance and clarity.
- Prepared **invoices and client submissions**, maintaining **documentation accuracy** and timely processing.
- Assisted **walk-in and online clients** in completing **trade licenses, attestations, and renewal documentation**, improving **service turnaround times**.
- Maintained **high data accuracy and attention to detail** when typing and proofreading official forms and legal documents.
- Managed **digital filing systems for client records**, enhancing **document tracking and retrieval, and reducing service delays**.

## CORE COMPETENCIES

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Visa & Immigration Management | Trade License & Legal Affairs | ERP (Oracle, SAP) | Government Liaison | Corporate PRO Operations | Regulatory Compliance | Stakeholder Communication | Administration & Office Management.

## KEY PROJECTS

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- **Abu Dhabi Airport Runway Rehabilitation (13L\_31R)** – Main liaison & Vocal Point with DAR & airport project management, securing approvals.
- **Dubai Airport Terminal 2 Rehabilitation**- Main liaison & Vocal Point with DAR & with airport project management, securing approvals.
- **Bathymetric Survey (Jebel Ali, Hamriya, Mina Rashid Ports)** – Led tender and compliance processes.
- **MAPA Guna Dubai Metro Line** – Coordinated access permits, logistics, and site support.

## EDUCATION

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**Diploma in Civil Engineering**  
Sudan University of Science and Technology

2017 | Khartoum, Sudan

## PROFESSIONAL CERTIFICATIONS

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Google PMP – Project Management [↗](#)

Brand Management – London Business School [↗](#)

Scaling Operations – Northwestern University [↗](#)

Google Digital Marketing

Auto cad 2012 designing-center for engineering and technical studies

## SKILLS

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### Technical Skills

Microsoft Office, Google Workspace, Oracle ERP

### Soft Skills

Communication | Problem-Solving | Team Coordination | time management

### Digital Tools

SEO | AI Tools | Content Creation | WordPress Design

## LANGUAGES

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**English**  
Proficient

**Arabic**  
Native

## VOLUNTEERING / COMMUNITY SERVICE

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Department Of Community Development, volunteer

03/2022 – Present  
Abu Dhabi, United Arab Emirates

Virtual and field volunteering for all events in the UAE

## INTERESTS

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Self-Development | Sports Like Swimming & Football | Volunteering & Community Work | Technology & Gadgets | Guitar Playing